

Overview of Purchasing Policies

Purchasing Totals: Prices are totals per vendor - NOT per item.

Pricing \$0 to \$4,999.00 individual should use good common sense and obtain at least a couple of written prices. (Pricing over \$500 by State law is not a valid offer unless it is in writing)

Pricing \$5,000.00 to \$49,999.00 requires formal bidding from the purchasing department (unless on state contract).

Pricing above \$50,000.00 requires bidding from the purchasing department and legal advertising of the bid.

You may use your purchasing card (p-card)) if your limits are adjusted appropriately, or do an on-line requisition for these purchases, and the above requirements are met.

Services - Must use a Purchase order for:

Contractors, performers, guest speakers, etc.

We **MUST** use a Purchase Order, because we need to verify they have a current business license(s), certificates of insurance, SS#'s/TIN's, get signed contracts, and other items, before the vendor is to come on campus.

Check requests:

Should be seldom used. Examples would be Ref's, Guest lecturer. Entertainers, Etc. Not for items being bought.

Sole Sources Requests:

A sole source would be the **ONLY** place that sells that item in the whole U.S. The Sole Source Form is on-line on our purchasing website.

It is verified by the purchasing office and then has to have VP Finance signature and approval as well.

State Contracts.

These vendors have gone through the State's bidding process, so total costs that exceed the \$5000, is considered already bid, and do not need to be rebid.

Website - link on purchasing web page.